

UNITED STATES INFORMATION AGENCY

67-8

CHANGE OF ADDRESS

Honorable Frank J. Shakespeare, Jr.  
Director  
United States Information Agency  
Washington, D. C. 20547

Effective: January 23, 1969

This cancels address card #65-24.

62-99359-328

UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. W. C. Sullivan *WCS*

DATE: 1/23/69

FROM : D. J. Brennan, Jr. *DJB*

SUBJECT: DIRECTOR

*C* UNITED STATES INFORMATION AGENCY  
CHANGE OF PERSONNEL

Frank J. Shakespeare, Jr., has been appointed Director, United States Information Agency. Effective immediately, all mail intended for the personal attention of the Director should be addressed as follows:

Honorable Frank J. Shakespeare, Jr.,  
Director  
United States Information Agency  
Washington, D. C. 20547

A sample card is enclosed.

## ACTION:

Refer to the Mechanical Section for appropriate dissemination of address cards to all Bureau officials and stenographers.

## Enclosure

- 1 - Mr. Sullivan
- 1 - Mechanical Section
- 1 - Reading Room
- 1 - Mail Room
- 1 - Liaison
- 1 - W. J. McDonnell

*WJM:kw*  
(7)

REC-96

*Sent out 1-29-69*  
*62-99359-328*

11 JAN 30 1969

*3 FEB 10 1969*